
CERP Guidance Memorandum

South Florida Water Management District – Jacksonville District, U.S. Army Corps Of Engineers

CGM NUMBER-REVISION: 018.01

EFFECTIVE DATE: 03/25/2003

CATEGORY: General

SUBJECT: Project Delivery Team Membership

DESCRIPTION:

This memorandum provides guidance to Project Managers (PMs) for establishing and maintaining Project Delivery Teams (PDTs). The original guidance on this subject was issued in March 2001 as part of the Project Management Plan Preparation training provided to U.S. Army Corps of Engineers (USACE) and South Florida Water Management District (SFWMD) PMs and technical team leaders.

GUIDANCE:

1. PDT membership will consist of those individuals designated by the USACE and SFWMD (the implementing agencies) and those individuals who have been designated in writing to represent other governmental agencies on the PDT. Membership must be documented in writing by each agency, and the designating documents made part of the Project Management Plan.
2. Project Managers are responsible for maintaining the PDT membership list, including any updates.
3. Upon issuance of a Project Initiation Directive, the USACE and the SFWMD will send out a letter to specified agency heads (list to be maintained between the Corps and SFWMD) inviting them to designate in writing representatives to participate on behalf of their agency as members of the project's PDT.
4. Notices of the PDT meetings will be posted on the official CERP web site, www.evergladesplan.org, as a general announcement and will be sent directly to those individuals (usually via e-mail) who are designated as PDT members in the response to the invitation letter.

This document provides working level guidance to assist Project Delivery Teams in the implementation of the Comprehensive Everglades Restoration Plan (CERP) program executed between the South Florida Water Management District and the U.S. Army Corps of Engineers. The guidance does not constitute policy for either agency nor does it create authority beyond that granted to any agency member carrying out their duties. Guidance reflecting agency policy on subjects listed in the guidance memoranda section of the programmatic regulations for CERP will be issued when the final programmatic regulations are adopted, using the process stated in the regulations.

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5. Members of non-governmental groups and members of the public may not be members of a PDT. The public is welcome to attend PDT meetings, and will have an opportunity to participate in the meetings by way of comment periods. Public comment must be conducted in accordance with the Federal Advisory Committee Act (See CERP Guidance Memorandum #011.02).
6. All PDT members must be made aware of the following:
 - a. Implementation of the Comprehensive Plan is the responsibility of the USACE and the SFWMD as implementing agencies. The assigned Corps and SFWMD Project Managers are responsible for the successful implementation of these projects on schedule and on budget.
 - b. Frequent communications will occur between the SFWMD and USACE PMs. Technical staff from the SFWMD and the USACE will work together and make technical decisions on a day-to-day basis. Results of these decisions will be reported to the PDT at the next meeting.
 - d. Other communications will occur between the SFWMD and the USACE on day-to-day operations and decisions, and will include meetings that would not be attended by the full PDT. Results of these decisions and meetings will be reported to the PDT at the next meeting.
7. PDTs should meet as frequently as necessary. This will be established on a team-by-team basis.
8. All PDT members will be required to sign in at all PDT functions in order to be properly recognized as a PDT member and to keep an accurate log of attendance.
9. Changes to the PDT by the implementing agencies will be made by the normal practices exercised by resource managers. Changes in PDT membership by other governmental agencies must be provided in writing to the USACE Deputy District Engineer (Project Management) and SFWMD Deputy Executive Director.

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APPLICATION:

Effective the date of this memorandum, all projects managed under the CERP Program will utilize this guidance to establish PDT membership.

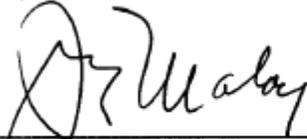
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APPROVALS:



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DATE: 3/25/03



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DATE: 3/25/03

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